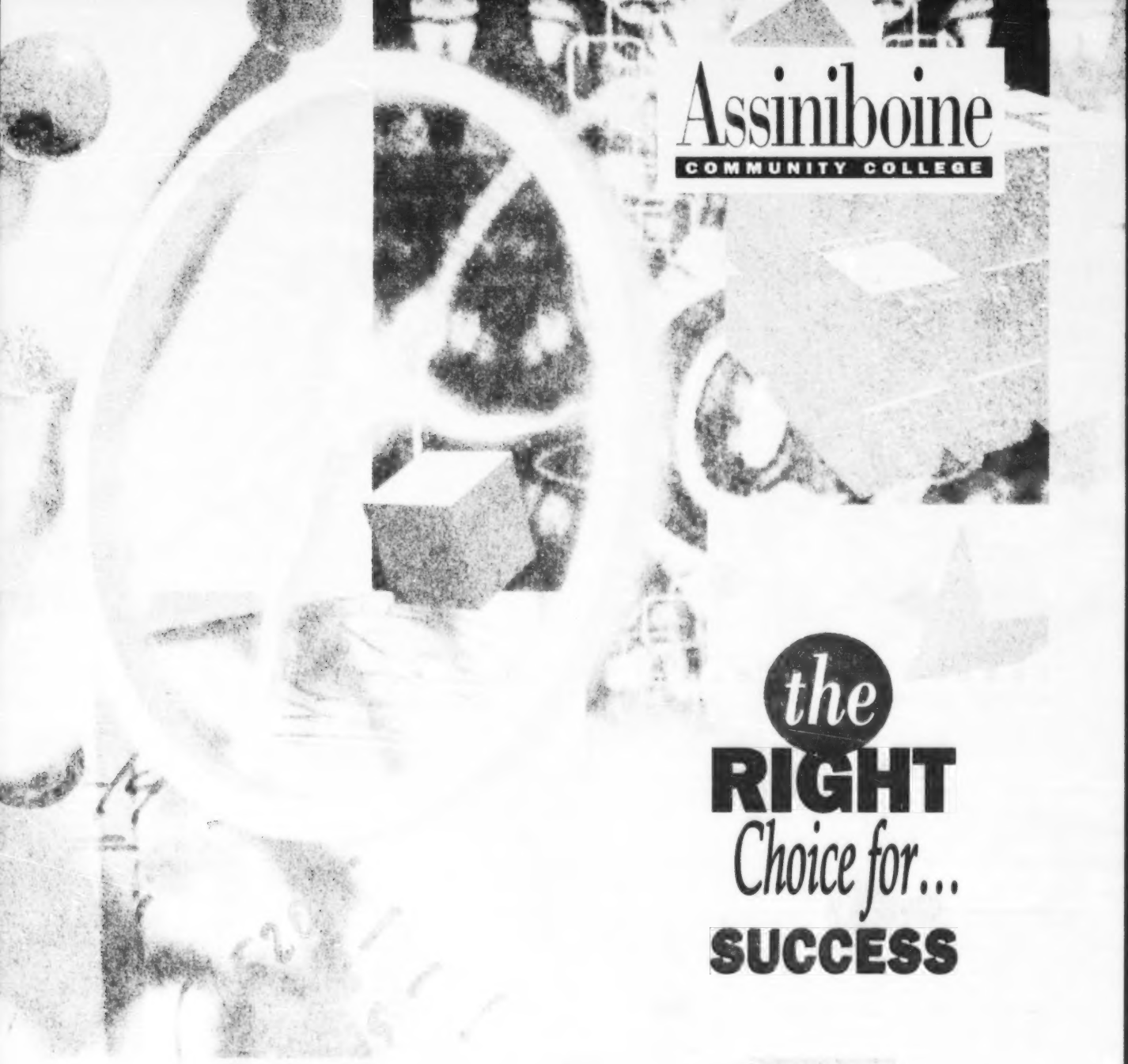


Assiniboine
COMMUNITY COLLEGE

the
RIGHT
Choice for...
SUCCESS

Academic Report

1999-2000

101-03695/

December 31, 2000

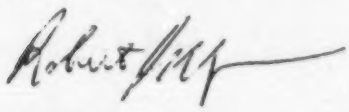
The Honourable Drew Caldwell
Minister of Education and Training
168 Legislative Building
Winnipeg MB R3C 0V8

Dear Mr. Caldwell:

I am pleased to present Assiniboine Community College's 1999-2000 Academic Report, for the period July 1, 1999 to June 30, 2000.

This report is our opportunity to demonstrate the college's effectiveness to government, industry, the college community and the public at large. It is also a means for us to provide a measure of accountability to these groups, as part of Manitoba's post-secondary education and training system.

Sincerely,



Bob Mazer
Chair, Board of Governors
Assiniboine Community College

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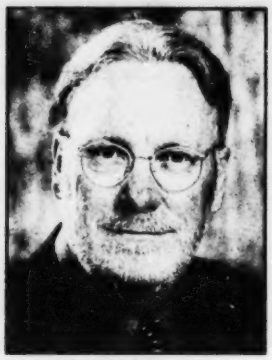
President, Brent Mills
Vice-President, Academic, Earl Davey
Vice-President, Enterprise Development, Gerald Bashforth
Director, Administrative Services, A. R. (Bob) McTaggart
Registrar, Larry Hogue
Chair, Agriculture and Rural Enterprise, Ted Eastley
Chair, Business and Tourism, Bob Russell
Chair, Health and Human Services, Diane Shamray
Chair, Information Technologies, Bonnie Bachorcik Proven
Chair, Parkland Campus, Shirley Ford
Chair, Trades, Dan Collens

Assiniboine
COMMUNITY COLLEGE

Message From The Vice-President, Academic



Dr. Earl Davey

It is the intention of Assiniboine Community College to continue to expand the range of its academic programming in order to address the ever-increasing needs and aspirations of the people of western and rural Manitoba. It is also the college's intention to continue to shape a dynamic institutional culture that is genuinely student centred – a culture in which faculty are able to refine their professional skills, and in which both educational process and program content are routinely assessed and re-assessed.

During the past year a number of significant initiatives have enabled the college to make important gains in its attempt to realize these goals:

1) In co-operation with the Council on Post-Secondary Education and with the assistance of monies provided through the Province's College Expansion Initiative, Assiniboine has been able to add new programs, and increase the number of offerings and method of delivery of existing programs. These include:

- Business Administration Diploma (distance delivery)
- Computer Systems Technology Diploma
- Construction Electrician Certificate
- Comprehensive Health Care Aide Certificate (additional offering)
- Early Childhood Education Diploma (distance delivery)
- Licensed Practical Nursing Refresher

2) The Board of Governors has undertaken a series of community consultations for the purpose of soliciting input from our various constituencies concerning current programs, and education and training needs in western and rural Manitoba that are, as yet, unmet.

3) As a consequence of the Board's approval of an increase in the funding allocated to professional development and training, the college has embarked on a vigorous initiative to plan, develop and facilitate the delivery of a broad range of professional development opportunities for faculty and staff. This will enable all of us to better address the needs of the students we serve.

4) The college is now engaged in a comprehensive process of program review and assessment. This, too, will enable us to more effectively meet the needs and expectations of our students.

5) Finally, in response to the Provincial Government's intention to significantly increase college enrolments, Assiniboine Community College has developed a four-year plan for academic growth. This document provides a framework for significant,

sustainable expansion in both the range and number of programs the college will offer.

At Assiniboine, we take pride in the fact that we are genuinely a *community* college; a college that provides learning opportunities for nearly 9,000 people in this region. In order to accommodate these learners, Assiniboine has campuses in Brandon and Dauphin, as well as community learning centres in Russell, Neepawa and Winnipeg. We also offer some of our programs in rural communities that change from year to year.

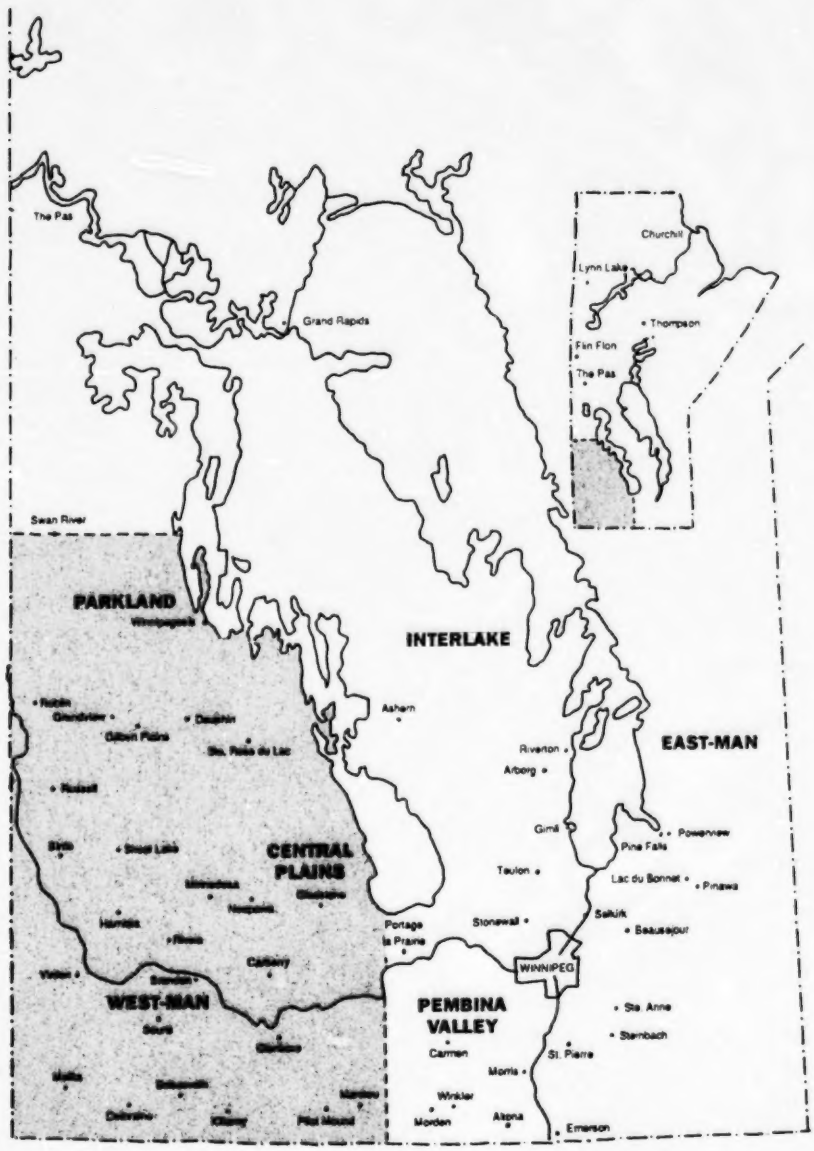
While many challenges lie before us, it is gratifying to know that students are pleased with the quality of their learning experience at Assiniboine. The results of the 1998-99 graduate survey indicate that:

99 per cent felt their program was up-to-date with industry,
99 per cent felt their instructors were current with industry,
90 per cent rated the quality of instruction as good to excellent, and
95 per cent were satisfied or very satisfied with the education they received.

We are also able to report that 87 per cent of our graduates are employed and another seven per cent are continuing with further post-secondary education.

We are proud of our accomplishments at Assiniboine and of the role we play in educating and training Manitobans, and we are excited about what the future holds. We appreciate the leadership provided by our Board of Governors, and the work of our Foundation and Alumni Inc. in raising funds in support of student awards and bursaries.

Assiniboine Community College
Geographic Area



College Overview

Assiniboine Community College first opened its doors in February 1961 as the Brandon Vocational Training Centre. Shops and classrooms were located in several buildings throughout the city of Brandon. The centre was soon renamed the Manitoba Vocational Training Centre and in 1966 students moved into a new building at 1430 Victoria Avenue East.

In December 1969 the centre became Assiniboine Community College when Manitoba's three technical vocational schools were made community colleges. In 1993, these colleges became board-governed institutions.

In 1982, an expansion to Assiniboine's original college building was completed, which included additional classroom space, heavy duty and general shops, offices, educational support services including a new library facility, and a store for the Students' Association.

When the vocational centre opened in 1961, it had a staff of four and offered two courses to 24 students. By 1966 it had grown to a staff of 24 and offered 11 programs to 300 students.

In 1999-2000, the college had about 200 full-time and 400 part-time staff. It offered 25 full-time, day programs, six apprenticeship programs and a wide variety of contract training courses, in Brandon and communities across southwestern Manitoba, to a full-time enrolment of over 2200 students.

This is only a fraction of Assiniboine's activities, however. Numerous continuing education and distance education programs and courses, delivered throughout the college's catchment area, contribute to an annual enrolment of nearly 9000.

Assiniboine's Parkland Campus at Dauphin offered several full-time day programs and a large range of continuing education and off-campus courses. The Parkland Southwest Regional Centre at Russell, the Neepawa Training Centre, as well as several training sites throughout southwestern Manitoba, also offered a wide range of continuing education and contract training courses. In addition, Assiniboine continued to lead the way in the growth of distance-delivered training.

As the college is the exclusive provider of training for practical nurses in the province, in 1999-2000 Assiniboine delivered six offerings of the Practical Nursing program in Brandon, Winnipeg and two rural Manitoba communities.

Student Profile

1999-2000 Enrolment by Divisions

	Full-time	Part-time	Total
Agriculture and Rural Enterprise			
Base Budget Programs	149		149
Contract Training		18	18
Distance Education		60	60
Business and Tourism			
Base Budget Programs	429		429
Health and Human Services			
Base Budget Programs	336		336
Contract Training	116		116
Information Technologies			
Base Budget Programs	198		198
Distance Education		242	242
Trades			
Base Budget Programs	158		158
Apprenticeship Training	453		453
Continuing Education			
Main Campus		3265	3265
Main Campus Temporary Sites		1656	1656
Neepawa Training Centre		247	247
Neepawa Training Centre Temporary Sites		11	11
Parkland Campus		770	770
Parkland Southwest Regional Centre		90	90
Parkland Southwest Regional Centre Temporary Sites		10	10
Swan River Training Centre		256	256
Swan River Training Centre Temporary Sites		7	7
Parkland Campus			
Base Budget Programs	130		130
Contract Training	29		29
Brandon Adult Learning Centre			
Mature Student High School	142		142
Contract Training	122		122
Total College Enrolment	**2262**	**6632**	**8894**

Note: ***The student profile presented reflects the distribution of Assiniboine students as recorded in the college's management information system.***

Equity Profile

	Number of Students*	Percentage of Total Student Population 1999-2000
Aboriginal	395	15.0%
Visible Minority	7	0.3%
Disabled	7	0.3%
Female	1382	52.8%

** Figures do not include continuing education programs.*

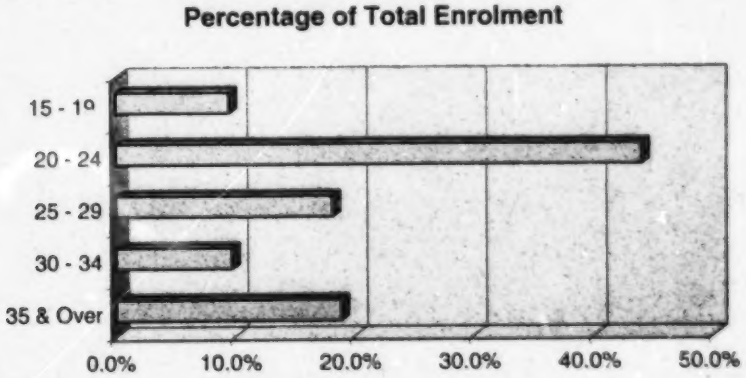
Sequential Students

During 1999-2000, 19.6 percent of students enrolled in certificate and diploma programs were sequential (i.e. students who registered for a program on the earliest possible date after completing a high school academic year). This included 24.8 percent of students in diploma programs and 10.2 percent of students in certificate programs.

Note: Appendix 1 contains a breakdown of sequential students by programs.

Age of Student

The average age of students was 27.2 years for 1999-2000.*



** Figures do not include continuing education programs.*

Program Profiles

Assiniboine Community College offered 13 certificate and 12 diploma programs from its Brandon and Parkland campuses in 1999-2000. There were 1670 students enrolled in these programs, with 522 graduating students and 709 continuing students. In addition, 59 students were listed as completers, i.e. they completed programs but did not qualify for a certificate or diploma. The majority of these students enrolled in college preparation or mature student high school programs.

Profiles are provided for each program. These contain the number of students enrolled and the number who graduated in 1997-98, 1998-99 and 1999-2000, as well as an employment profile of 1998-99 graduates.

Enrolment:

The number of students listed under enrolment includes full-time and part-time students for the last three academic years.

Graduates:

The number of students graduating as of June of each year are listed. Part-time students or students who have not completed all graduation requirements are not included.

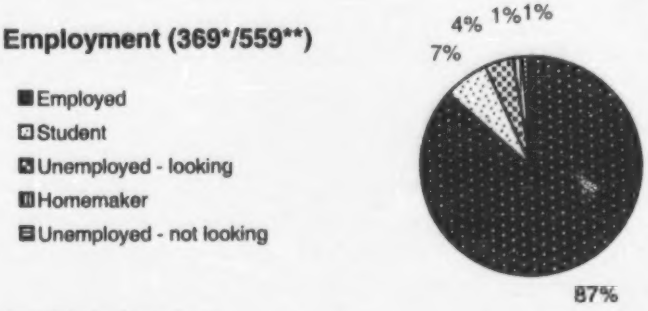
Note: A portion of the students enrolling at Assiniboine do not graduate with a certificate or diploma. The difference between enrolment and graduation numbers is accounted for by **attrition**—those students who do not continue with the program due to academic, personal or financial reasons or due to obtaining employment in their field of studies—and, **part-time students**. These students may choose to take modules of a program for specific employment needs, without the intention of graduation. As well, students may take a program over an extended period of time, thus not graduating within the expected one or two-year time frame for a certificate or diploma. Students may also transfer between programs at Assiniboine, or to another educational institution.

Graduate Employment:

The employment rate of Assiniboine's 1998-99 graduates who responded to the survey is graphically illustrated for each program.

The following graph represents the employment profile of all 369 graduates who responded to the survey.

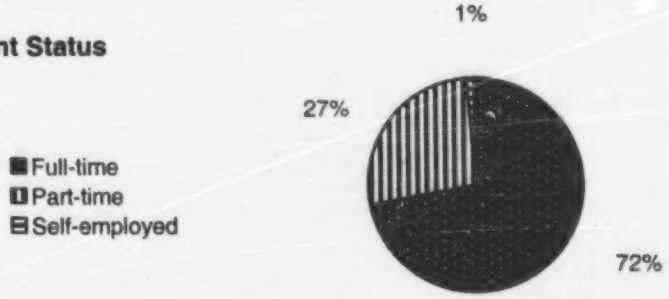
1998-99 Graduate Employment (369*/559)**



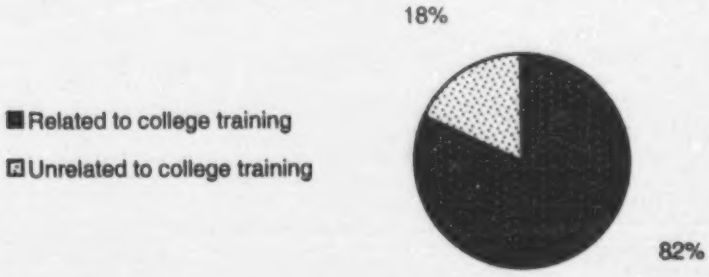
* *Number of graduates responding to the survey*
** *Total number of graduates (includes full-time programs only; does not include apprenticeship, contract or continuing education programs)*

The following graphs represent the employment status of all 321 (of 369) graduates who indicated they were employed. Note that 72 percent are employed full-time, 27 percent part-time and one percent are self-employed; while 82 percent have employment related to their college training.

1998-99 Employment Status



1998-99 Employment Related to Training

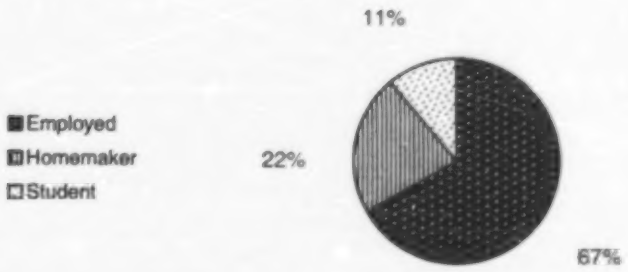


Aboriginal Community Development

The first year of this diploma program is the Community Social Development certificate program. The program focuses on both social and economic development of aboriginal communities. Core courses provide training in self-government, conference planning, project planning and cross-cultural awareness.

	1997-98	1998-99	1999-2000
Enrolment:	**20**	**16**	**14**
Graduates:	**17**	**12**	**11**

1998-99 Graduate Employment (9/12)

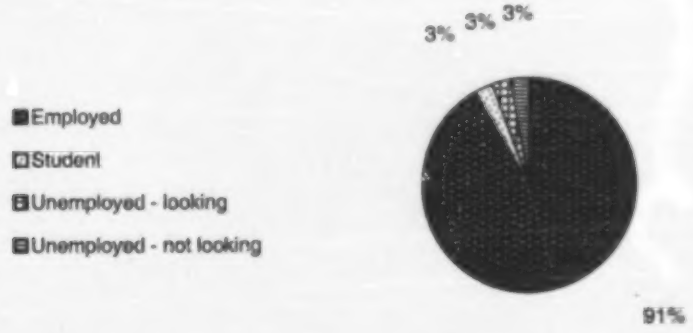


Agribusiness

This diploma program prepares students for a career in the agribusiness sector, or upgrades the skills of those currently employed in an agribusiness. There is a co-operative education work term between year one and two.

	1997-98	1998-99	1999-2000
Enrolment:	**96**	**110**	**102**
Year One	50	56	53
Year Two	46	54	49
Graduates:	**42**	**45**	**42**

1998-99 Graduate Employment (36/45):

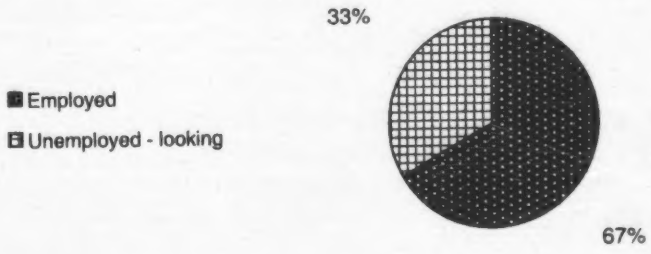


Automotive Technician

Year one of this two-year diploma program covers repair and servicing of motor vehicles such as cars and light trucks and deals with the basics of shop skills, engines and power trains. Year two focuses on advanced components of automotive systems such as heating and air conditioning, gasoline and alternative fuel systems, advanced electronic systems, steering, suspension and braking systems. Emphasis is on developing problem-solving skills so that graduates are able to function effectively in the advanced automotive technology field.

	1997-98	1998-99	1999-2000
Enrolment:	**43**	**37**	**34**
Year One	28	22	16
Year Two	15	15	18
Graduates:	**8**	**8**	**13**

1998-99 Graduate Employment (3/8):

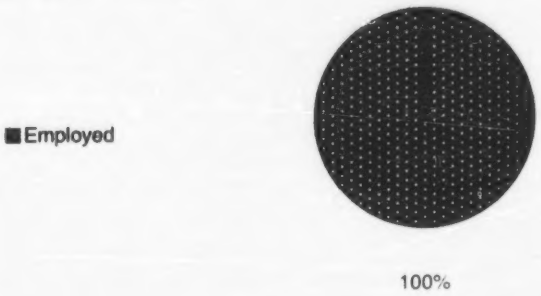


Business Administration Diploma/General Business Certificate (Brandon, Parkland and Parkland Southwest Regional Campuses)

These programs are offered at both the Brandon and Parkland Campuses. The first year of the program, called the General Business Certificate, was also offered at the Parkland Southwest Regional Centre in Russell from 1994-95 to 1998-99. The two-year Business Administration diploma and the one-year General Business certificate programs are designed to equip students with the practical knowledge and skills necessary for a successful career in business. Required courses provide a thorough education in the varied aspects of business. Students choose from a broad spectrum of business electives to focus their studies. The program includes a practical component that could include a co-operative work placement, work experience or a pre-approved student-initiated project.

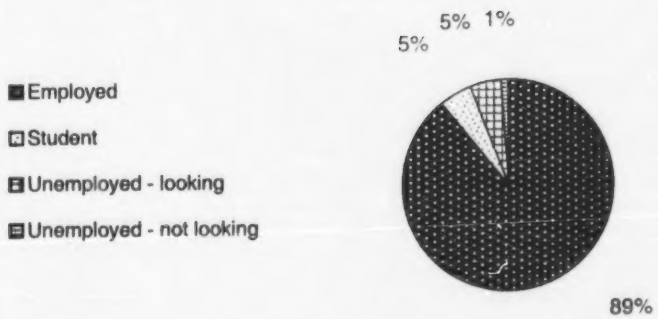
	1997-98	1998-99	1999-2000
Enrolment:	**345**	**419**	**382**
Year One	210	199	240
Year Two	135	220	142
Graduates:	**112**	**114**	**96**
General Business Certificate	17	9	9

1998-99 Graduate Employment (9/9):



Business Administration Diploma	95	105	87

1998-99 Graduate Employment (84/105):

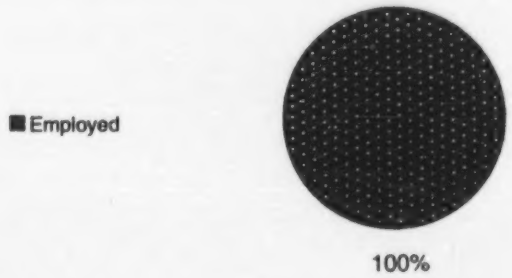


Carpentry and Woodworking

This focus of this one-year certificate program is to produce graduates who can understand and implement techniques of quality craftsmanship. Students progress from hand tool skills to basic and advanced machine woodworking techniques and cabinet making. Construction elements include roof framing, wood frame construction, stair building and interior/exterior finishing. Employment opportunities are available in commercial and residential construction, material merchandising, prefabrication centres, millwork and cabinet shops and private enterprise in building or woodworking fields.

	1997-98	1998-99	1999-2000
Enrolment:	**16**	**16**	**15**
Graduates:	**8**	**9**	**12**

1998-99 Graduate Employment (7/9):



Child Care Centre Administration

Students in this four-month post-diploma certificate program acquire the skills and knowledge necessary to develop, manage and implement policies of a child care centre, integrating field experience and academic theory as they train for the leadership, management and administrative roles of a director. The program was not offered in 1998-99.

	1997-98	1998-99	1999-2000
Enrolment:	**13**	**n/a**	**7**
Graduates:	**12**	**n/a**	**4**

1998-99 Graduate Employment (n/a)

College Preparation (Parkland Campus)

The primary focus of this program is to provide academic upgrading to prepare students for entry into other college programs. The training program is customized for each student, taking into consideration the entry level as well as the academic program the student wishes to study.

	1997-98	1998-99	1999-2000
Enrolment:	16	15	11
Graduates:	13	11	7

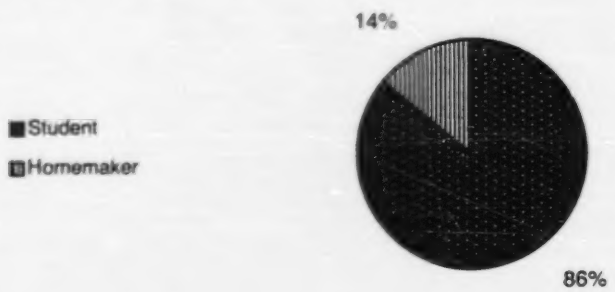
Note: Graduates were not surveyed as the intent of this program is to prepare college students for further skills-based training. Graduates from College Preparation typically go on to enrol in other college programs.

Community Social Development

This one-year certificate program is designed to give students the background needed to work in a helping and organizing role. The program focuses on First Nations and Metis issues. It assists students in developing skills required to work with First Nations organizations and urban organizations serving a largely First Nations/Aboriginal clientele. Opportunities for employment are found with employers who serve Aboriginal people, such as band administrations, tribal councils, school divisions, women's shelters, government departments and other social and human service organizations.

	1997-98	1998-99	1999-2000
Enrolment:	23	17	23
Graduates:	17	13	19

1998-99 Graduate Employment (7/13):



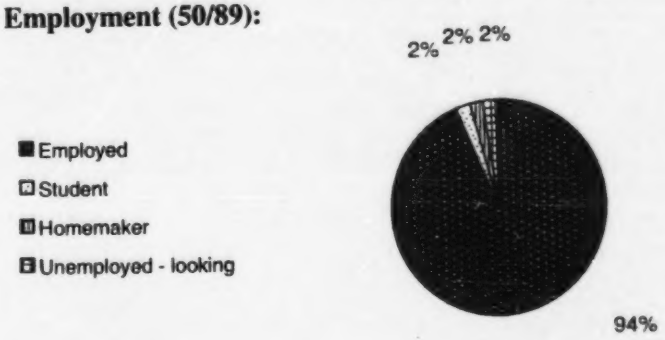
Note: Although students graduate from this program with a certificate, the majority of them choose to return to the college to complete the Aboriginal Community Development diploma.

Comprehensive Health Care Aide (Brandon and Parkland Campuses and Rural Sites)

This six-month certificate program trains individuals for a challenging and rewarding career in the health care profession. As a result of needs identified by health reform, this program provides training in mental health, psychogeriatrics, gerontology and community-based health care. The program is offered at both the Brandon and Parkland Campuses, and, beginning in 1998-99, at rural Manitoba sites that change each year.

	1997-98	1998-99	1999-2000
Enrolment:	41	159	155
Graduates:	37	89	111

1998-99 Graduate Employment (50/89):



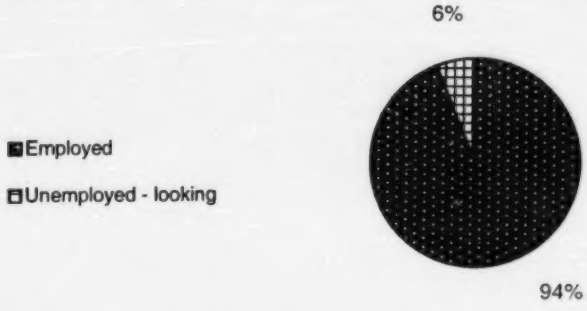
Note: Beginning in 1998-99, students in several of the offerings of this program enrolled in one academic year and graduated in the next academic year. As a result, there is a limited correlation between the number of enrollees and the number of graduates in a given year.

Early Childhood Education (Brandon and Parkland Campuses)

This two-year diploma program prepares students to provide quality child care by offering young children appropriate intellectual stimulation as well as opportunities for physical, emotional and social development. The program also helps students develop skills in supporting and working with the family unit, based on an anti-bias approach. Opportunities for employment are available in day care centres or nursery schools and in lunch and school age programs. Beginning in 1997-98, an additional offering of this program, with an Aboriginal focus, was delivered at the Parkland Campus. The Parkland Campus program takes in students every second year.

	1997-98	1998-99	1999-2000
Enrolment:	**72**	**70**	**74**
Year One	50	25	53
Year Two	22	45	21
Graduates:	**19**	**30**	**20**

1998-99 Graduate Employment (16/30):

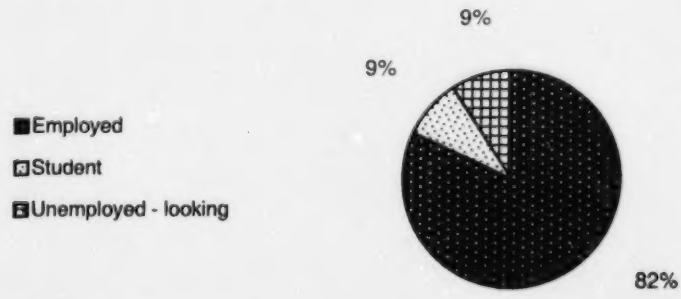


Electronic Technician

This one-year certificate program provides students with standardized electronic technician skills that allow national and global mobility in pursuing employment in the electronics field. The first six months of the program follows a nationally standardized curriculum that promotes the theoretical comprehension and practical application of electronic components and circuits. Upon completion of the common core, Assiniboine students choose from one of two four-month specialties. The Computer Systems specialty prepares graduates to analyze, troubleshoot, repair and install computer systems and local area networks. The Consumer Electronics specialty prepares graduates to analyze, troubleshoot and repair audio and video components such as AM/FM tuners, integrated amplifiers, compact disc players, televisions and video cassette recorders.

	1997-98	1998-99	1999-2000
Enrolment:	**26**	**24**	**29**
Graduates:	**19**	**17**	**16**

1998-99 Graduate Employment (11/17):

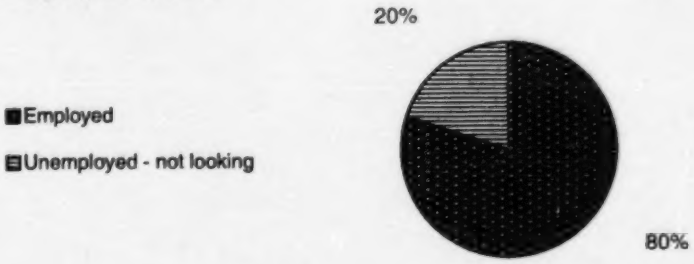


Farm Equipment Technician

This two-year diploma program provides training in the repair, servicing and set up of farm equipment, including servicing diesel engines, power trains, brakes, air conditioning, fuel systems and hydraulics. It also includes training in repair and servicing of the electrical, electronic and computerized systems found in modern farm equipment. Employment opportunities are available at farm machinery dealerships and throughout the farm machinery industry.

	1997-98	1998-99	1999-2000
Enrolment:	**14**	**29**	**20**
Year One	14	16	6
Year Two	n/a	13	14
Graduates:	**n/a**	**7**	**8**

1998-99 Graduate Employment (5/7):

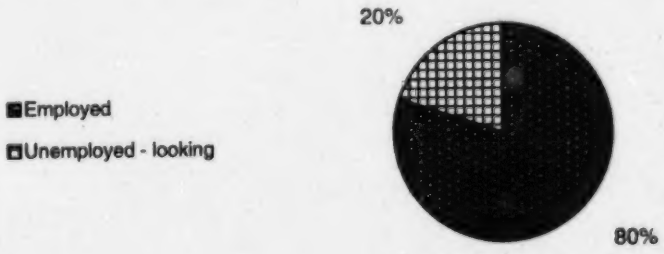


Heavy Duty Equipment Technician

This is a two-year diploma program that provides training in the repair and servicing of heavy trucks and off-highway equipment such as graders, crawlers and loaders. It also includes training in the electrical, electronic and computerized systems found in modern heavy duty equipment. Employment opportunities are available with manufacturers and distributors, contractors, government departments, or wherever diesel power and heavy duty equipment is required.

	1997-98	1998-99	1999-2000
Enrolment:	**33**	**53**	**47**
Year One	28	29	27
Year Two	5	24	20
Graduates:	**3**	**14**	**10**

1998-99 Graduate Employment (10/14):

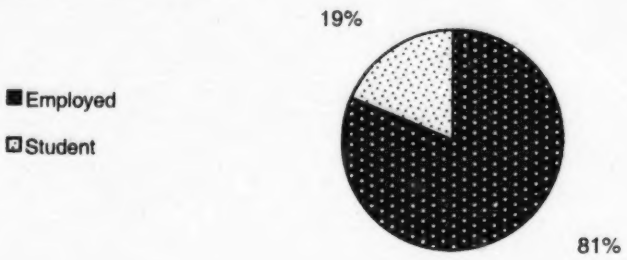


Hospitality/Tourism Administration

This two-year diploma program prepares students for careers in the hospitality/tourism industry, with specific emphasis on hotel and restaurant administration and tourism planning and development. There is a mandatory co-operative education work term between year one and two of the program.

	1997-98	1998-99	1999-2000
Enrolment:	**62**	**91**	**78**
Year One	40	51	44
Year Two	22	40	34
Graduates:	**11**	**20**	**14**

1998-99 Graduate Employment (16/20):

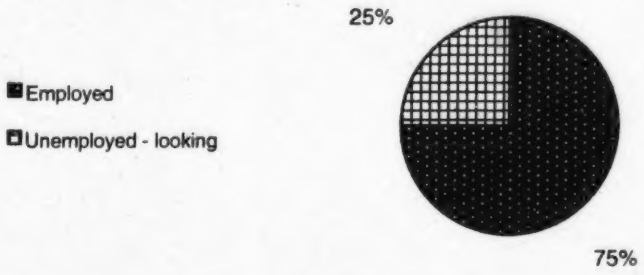


Industrial Metals Fabrication

This one-year certificate program provides training in the use of all common machine shop equipment including lathes, milling machines, shapers and a wide assortment of hand tools, as well as theoretical and practical applications of machining principles, and courses such as drafting, mathematics, welding and metallurgy. Employment opportunities are available with mining companies, railroads, shipyards, research, airlines, refineries, chemical plants, general machine shops, pulp and paper mills, power stations, field maintenance and sales and service, as well as in specialized machine trades such as the tool and die industry and motor rebuilding.

	1997-98	1998-99	1999-2000
Enrolment:	**20**	**17**	**15**
Graduates:	**10**	**6***	**11**

1998-99 Graduate Employment (4/6):



** Several students successfully completed part of the program, but are not considered program graduates.*

John Deere Ag Tech

This two-year agricultural mechanics diploma program had its first intake of students in September 1997 and its first graduates in June 1999. The program is designed to upgrade the technical competence and professional level of the incoming dealership technician. Students must be sponsored by a John Deere dealership before entering the program, and be registered as an apprentice with the Apprenticeship Branch of Manitoba Education and Training. The program focuses on shop skills, consumer products, harvesting equipment, tractor performance, personal finance, power trains, and hydrostatic drives and hydraulic systems, and includes Manitoba Apprenticeship Farm Equipment Mechanic curriculum. Graduates of this program may find employment with a sponsoring John Deere dealership. They may also find other opportunities in the farm machinery industry, repairing, servicing and setting up a wide range of farm machinery. This program had no intake in 1999-2000.

	1997-98	1998-99	1999-2000
Enrolment:	**12**	**25**	**14**
Year One	12	14	n/a
Year Two	n/a	11	14
Graduates:	**n/a**	**11**	**14**

1998-99 Graduate Employment (9/11):

Media Production

This one-year certificate program was expanded to a two-year diploma program in September 1997, and had its first graduates in 1999. The program prepares students to operate a variety of equipment commonly used in audio and video production, to produce audio and video projects and programs, prepare scripts and other materials required for productions, and develop effective communication skills. There is considerable hands-on experience in audio and video production. Employment opportunities exist with video and audio production houses, corporate and educational video production departments, music and public address audio services, cable and community television, radio and TV broadcasting, and as independent (freelance) audio and video producers.

	1997-98	1998-99	1999-2000
Enrolment:	**25**	**53**	**47**
Year One	25	26	28
Year Two	n/a	27	19
Graduates:	**n/a**	**19**	**17**

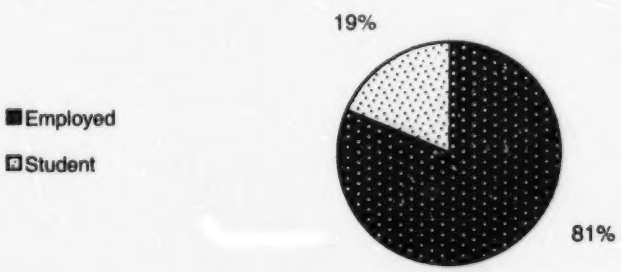
1998-99 Graduate Employment (14/19):

Office Administration Certificate/Diploma (Brandon and Parkland Campuses)

This program prepares students for the high technology office environment. Students acquire administrative, managerial and teamwork skills essential in the modern office environment. The program stresses professional attitudes and conduct appropriate to the work place. Students may choose to exit after one year with an Office Administration certificate, or continue with another year of training to attain an Office Administration diploma. The Parkland Campus delivers the certificate program only, but students from that campus may choose to continue with the second year of the diploma program at the Brandon Campus.

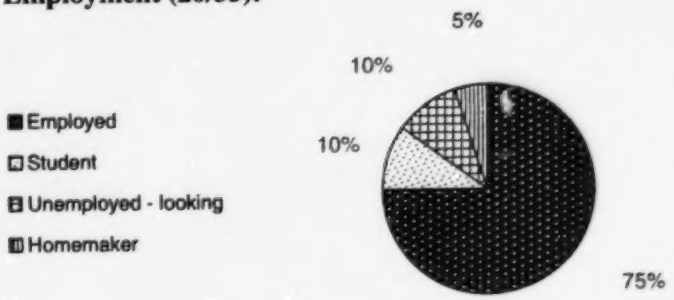
	1997-98	1998-99	1999-2000
Enrolment:	**128**	**188**	**135**
Year One	101	112	95
Year Two	27	76	40
Graduates:	**48**	**72**	**53**
Office Administration Certificate	31	41	25

1998-99 Graduate Employment (27/41):



Office Administration Diploma	17	35	28

1998-99 Graduate Employment (20/35):

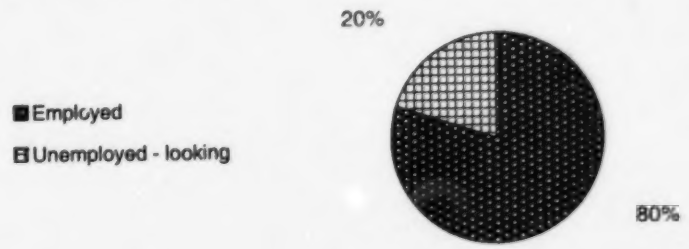


Piping Trades

This one-year certificate program provides training in plumbing, heating, pipe fitting, sprinkler fitting and gas fitting trades. Employment opportunities are available with plumbing and heating contractors, installers of heating, plumbing and gas fittings, industrial maintenance, public utility maintenance and wholesale supply houses.

	1997-98	1998-99	1999-2000
Enrolment:	**16**	**15**	**13**
Graduates:	**12**	**13**	**10**

1998-99 Graduate Employment (5/13):



Practical Nursing (Brandon Campus, Winnipeg and Rural Sites)

This 14-month certificate program is designed to prepare graduates with the competencies to practice within a multi-disciplinary team and to deliver nursing care within the context of a wellness model. Clinical nursing skills are taught in the laboratory setting and applied in acute and extended care health facilities, personal care homes, various community agencies and private homes. Employment opportunities exist in hospitals, personal care homes, medical clinics, adult day care centres, private agencies and the community. As well, some entrepreneurial LPNs are establishing their own businesses. Beginning in 1998-99, this program was also delivered in Winnipeg, and beginning in 1999-2000, at rural Manitoba sites that change each year.

	1997-98	1998-99	1999-2000
Enrolment:	**40**	**78**	**199**
Graduates:	**19**	**46**	**66**

1998-99 Graduate Employment (17/46):

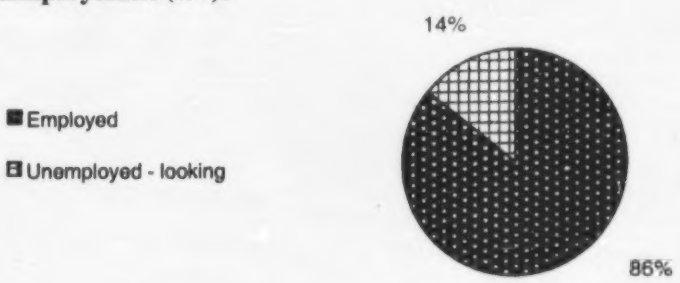
Note: Because this program is 14 months in duration, enrolment occurs in one academic year and graduation occurs in the next academic year.

Professional Cooking

This one-year certificate program is designed to prepare graduates with the necessary cooking skills and knowledge to function efficiently at an entry-level position in a commercial kitchen. The training includes classroom instruction, practical application and work experience in industry.

	1997-98	1998-99	1999-2000
Enrolment:	**14**	**9**	**15**
Graduates:	**10**	**7**	**11**

1998-99 Graduate Employment (7/7):



Rural Development

This two-year diploma program is unique in Canada, offering training in the process of rural development, agricultural and resource-based diversification, and rural economic diversification. The program encourages students to develop both a theoretical and applied knowledge for rural strategic planning, inter-related with natural habitat and resources, economy, environment, and human resources within the community. There is a mandatory co-operative education work term between year one and two of the program.

	1997-98	1998-99	1999-2000
Enrolment:	**20**	**21**	**31**
Year One	12	16	16
Year Two	8	5	15
Graduates:	**8**	**3**	**14**

1998-99 Graduate Employment (3/3):

Apprenticeship Programs

Apprenticeship training, leading to certification as a journeyperson, is made available in a number of trades and occupations through the Apprenticeship Branch of Manitoba Education and Training. The trades in which apprenticeship training is available are known as designated trades. Manitoba colleges work in co-operation with the Apprenticeship Branch and offer the classroom instruction for the designated trades. Assiniboine provides training for the Carpenter, Construction Electrician, Farm Equipment Mechanic, Heavy Duty Equipment Mechanic, Motor Vehicle Mechanic and Transport Truck Mechanic trades.

	1997-98	1998-99	1999-2000
Enrolment	**446**	**472**	**453**
Carpenter	26	35	42
Construction Electrician	38	49	39
Farm Equipment Mechanic	68	49	63
Heavy Duty Equipment Mechanic	170	159	155
Motor Vehicle Mechanic	53	42	31
Transport Truck Mechanic	91	138	123

The participation rate of women and Aboriginals in apprenticeship programs remains very low. In 1999-2000, two women (0.4 percent) attended Assiniboine's apprenticeship classroom training, and six (1.2 percent) were reported as Aboriginal, Metis, status or non-status.

Continuing Education Programs

Assiniboine is very active in meeting community needs for lifelong learning by offering a wide range of evening and part-time studies at the Brandon and Parkland campuses, and in most communities in the catchment area. The college utilizes training facilities at Neepawa, Russell and Swan River as satellite centres, and works with community partners throughout Manitoba to deliver continuing education programs and courses.

	1997-98	1998-99*	1999-2000
Enrolment	**4700**	**6825**	**6312**
Brandon Campus	3809	5439	4921
Parkland Campus	558	691	770
Satellite Centres	333	695	621

*Beginning in 1998-99, several programs previously identified as contract training were re-identified as continuing education programs. Because of this, enrolment numbers increased in continuing education and decreased in contract training.

In 1999-2000, 61.9 percent of students taking continuing education courses were female. Only 68 students (1.6 percent) were reported as Aboriginal, Metis, status or non-status, while just four students (0.1 percent) reported themselves as a visible minority. Only three (.07 percent) continuing education students reported having disabilities. The average age of continuing education students was 39 years, although it should be noted that nearly 10 percent of continuing education students did not report their age.

Assiniboine offers several certificate programs in a continuing education mode. These programs are specifically designed in co-operation with business and industry to meet the ongoing needs of the existing workforce. These programs include:

Agricultural Studies
American Sign Language
Business Finance
Certificate in Adult Education
Certified Financial Planner
Child and Youth Care
Computer Studies
Comprehensive Health Care Aide
Criminology
Developmental Services Worker
Dietary Aide
Health Care Management
Human Resource Management
Management Skills
Organic Agriculture
Pesticide Applicator/Dispenser
Prairie Horticulture
Wilderness Recreation Skills
Woodworking

As well, many courses are delivered to enhance the employability skills of the workforce:

Academic Upgrading - Mathematics, Science, Communications
Continuing Education for Practical Nurses - Foot Care, Physical Assessment
FoodSafe
Health Care - CPR, First Aid, Heart Saver
Languages - French, German, Japanese, Spanish, Ukrainian
Personal and Self Development - Assertiveness Training, Horticulture, Landscaping, Photography, Proposal Writing
Trade and Skills Improvement - Machine Shop, Outboard Motor Repair, Power Engineering, Small Engine Repair, Welding

In addition a variety of general interest courses is offered in the areas of crafts, gourmet cooking, sewing, and healthy life styles.

The tuition fees charged for Continuing Education courses are designed to cover delivery costs.

Contract Training Programs and Projects

Assiniboine works in partnership with community groups, businesses, industrial co-ordinating groups, private agencies and federal and provincial government departments to develop and deliver quality training programs to meet identified training needs of the labour market and the self-employed. These programs are carried out on a contract basis, or tuition fees are designed to recover all program costs.

During 1999-2000 Assiniboine enrolled 285 students in various courses and programs ranging from developmental education to Practical Nursing, in communities and on reserves across the province. In contract training programs, 66.9 percent of students were female, and 53.5 percent were reported as Aboriginal, Metis, status or non-status. Only one student (0.4 percent) was reported as a visible minority, and only two students (0.7 percent) reported themselves as having a disability.

Following is a list of Assiniboine's contract training programs and projects for 1999-2000:

Aboriginal Community Health Care
Business Administration Distance Education Curriculum Development
Canadian Association of Agriculture Retailers Curriculum Development
Comprehensive Health Care Aide
Computer Support Specialist
Field Scout
Health and Human Services Distance Education Curriculum Development
Medicinal and Aromatic Plants Curriculum Development
Practical Nursing
Precision Agriculture Conference
Prior Learning Assessment and Recognition (PLAR)
Rural Enterprise Training - Tanzania
University/College Entrance Preparation (UCEP) and Pre-UCEP

Distance Education

In 1994 Assiniboine Community College made a major commitment to distance education. The college published a *Statement on Distance Education* that included the following:

". . . Assiniboine Community College has committed itself to the establishment of a comprehensive distance education delivery infrastructure in order to create a post-secondary education environment with the capacity to provide high quality learning opportunities that are not dependent on, nor limited by, traditional forms of delivery."

Assiniboine addressed this commitment by establishing the Distance Education and New Instructional Media (DENIM) Centre, which facilitates the development of new instructional media and distributed learning. The DENIM Centre provides the following services:

- co-ordinates the distance-delivered Business Administration program
- provides technical expertise to college staff, partners and clients
- provides expertise to develop and deliver distance-delivered and on-line courses
- provides new media training to college staff and students
- provides access to distance delivery technology and technical support services
- provides expertise in the evaluation of distance-delivered programs and delivery systems
- provides expertise in the design of SMART testing using Perception Question Mark software
- manages the video, audio and satellite conferencing at Assiniboine
- manages and maintains Assiniboine's web pages

Assiniboine publishes a distance education catalogue, which includes a comprehensive listing of all of Assiniboine's distance-delivered programs and courses.

During 1999-2000 at Assiniboine, there were 2186 registrations in distance-delivered programs and courses.

Agricultural Studies	50
Comprehensive Health Care Aide Challenge	65
General Business	411
Organic Agriculture/Inspection	23
Pesticide Applicators/Dispensers	1288
Pharmacology	9
Prairie Horticulture	76
Practical Nursing Refresher	87
Swine Technician	177

Program Evaluation

Assiniboine's certificate and diploma programs are formally evaluated at least every five years. The formal evaluation involves a review of program objectives, program outcomes, employer satisfaction and alumni satisfaction.

During 1999-2000, the following programs were evaluated at Assiniboine:

Aboriginal Community Development/Community Social Development
Business Administration/General Business
Early Childhood Education
Hospitality/Tourism Administration
Rural Development

Partnering With Industry

Program Advisory Committees

To ensure that programs are relevant and meet the needs of business and industry, Assiniboine has ongoing advisory committees for its programs. These committees meet at least once per year and assist the academic chair and instructors in incorporating new technology into the curricula, providing advice on program and course changes, and advising the college on equipment required for students to receive relevant training for present and future employment. Advisory committees are chaired by industry representatives. They include representatives from business and industry, students, program alumni and instructional staff. Assiniboine has advisory committees for the following programs:

Aboriginal Community Development/Community Social Development
Agribusiness
Automotive Technician
Business Administration/General Business
Carpentry and Woodworking
Comprehensive Health Care Aide
Early Childhood Education/Child Care Centre Administration
Electronic Technician
Farm Equipment Technician
Heavy Duty Equipment Technician
Hospitality/Tourism Administration
Industrial Metals Fabrication
John Deere Ag Tech
Media Production
Office Administration
Piping Trades
Practical Nursing
Professional Cooking
Rural Development
Swine Technician

Co-operative Education

Assiniboine values the industry interaction available through co-operative education. Students are able to apply classroom theory in real work situations and are able to gain valuable work experience. The four- to six-month placement in industry enables students to develop and refine career plans, and to experience working with a diverse group of people. It also provides them with an opportunity to develop interview, communication and job-seeking skills. Students receive a salary from their employers during the co-operative education placement.

The following table shows the number of students who participated in co-operative education placements:

	1997-98	1998-99	1999-2000
Agribusiness	46	48	54
Automotive Technician	18	19	11
Business Administration (optional)	36	43	55
Farm Equipment Technician	11	9	6
Heavy Duty Equipment Technician	17	15	26
Hospitality/Tourism Administration	36	35	16
Office Administration (optional)	5	8	8
Rural Development	6	12	11
Swine Technician	n/a	7	n/a
Total	**175**	**196**	**187**

Work Placements/Work Experience

Several programs at Assiniboine have work placements or practicums integrated into their curricula. Students work in business and industry for short periods of time (two to eight weeks). This gives the students valuable experience in industry and allows them to relate classroom and laboratory training to the actual work site.

The following programs include work practicums:

Aboriginal Community Development
Business Administration (optional)
Carpentry and Woodworking
Child Care Centre Administration
Community Social Development
Comprehensive Health Care Aide
Early Childhood Education
Industrial Metals Fabrication
Media Production
Office Administration (optional)
Piping Trades
Practical Nursing
Professional Cooking

Program Accreditation

Several of Assiniboine's certificate and diploma programs are provincially accredited.

Program	Accrediting Body
Child Care Centre Administration	Child Care Education Program Approval Committee (CCEPAC)
Early Childhood Education	Child Care Education Program Approval Committee (CCEPAC)
Practical Nursing	Manitoba Association of Licensed Practical Nurses (MALPN)

Articulation

Assiniboine has worked with various educational institutions and agencies to provide maximum flexibility for students, and allowing for transfer of credit and career pathing opportunities for graduates.

Apprenticeship Program

Graduates from several of Assiniboine's programs receive credit for their training towards an apprenticeship designation.

Program	Designated Trade(s)
Automotive Technician	Motor Vehicle Mechanic
Carpentry and Woodworking	Carpenter
Farm Equipment Technician	Farm Equipment Mechanic
Heavy Duty Equipment Technician	Heavy Duty Equipment Mechanic
Industrial Metals Fabrication	Machinist, Welder
John Deere Ag Tech	Farm Equipment Mechanic
Piping Trades	Plumber, Steamfitter
Professional Cooking	Cook

Manitoba Community Colleges

The three Manitoba colleges have developed a transfer guide that identifies a large number of program block transfers as wells as many individual courses that are acceptable for credit among the three institutions. In addition, agreements exist among the Continuing Education departments of the three colleges to share course outlines and accept courses for credit, notably, but not exclusively, the following programs: Developmental Services Worker, Applied Counselling and Criminology.

Athabasca University

Graduates of Assiniboine's Business Administration program are eligible to receive two years of credit (60 out of 90 credits) towards Athabasca's post-diploma Bachelor of Business Administration degree. Graduates of Assiniboine's other diploma programs are eligible to receive a block transfer of between 45 and 60 credits towards the Bachelor of Business Administration degree.

Brandon University

Students graduating with a diploma from Assiniboine are eligible for 42 credit hours towards a Bachelor of General Studies (BGS) degree at Brandon University.

Business Administration diploma graduates are eligible for two years of credit towards Bachelor of Business Administration or the Bachelor of Arts (Business Administration option) degree.

Early Childhood Education diploma graduates are eligible for a two-year block transfer (60 credits) into the Bachelor of Education degree with an early years concentration.

Graduates of Assiniboine's Aboriginal Community Development program are eligible to receive a two-year block transfer (60 credits) into the First Nations and Aboriginal Counselling degree program.

University of Calgary

Graduates of Assiniboine's Hospitality/Tourism Administration program who achieve a grade point average (GPA) of 3.0 or higher, and who have successfully completed specific electives as part of their program, will be eligible to enter into a two-year post diploma program leading to a Bachelor of Hotel and Resort Management degree.

University College of the Cariboo

Graduates of Assiniboine's Hospitality/Tourism Administration program with specific designated courses and a minimum GPA of 2.5 are elligible to receive credit for their courses into the Bachelor of Tourism Management degree program.

University of Lethbridge

Graduates of Assiniboine's Business Administration program who achieve a GPA of 3.0 or higher are eligible to enter into a two-year post-diploma program leading to a Bachelor of Management degree. Graduates of Assiniboine's Business Administration program who achieve a GPA of 2.0 to 2.99 will be required to successfully complete a five-course qualifying program before being accepted into the post-diploma program.

University of Manitoba

Students graduating with a diploma from Assiniboine may be eligible for credit hours at the University of Manitoba. Courses must have a C grade or better with an average of C+ or better.

Students graduating with a Business Administration diploma with specific designated courses and a minimum GPA of 3.0 are eligible to receive block transfer credit for their courses into the Faculty of Management. Upon successful completion of 72 additional credit hours, these students will be eligible to receive a Bachelor of Commerce (Honours).

Students graduating with an Early Childhood Education diploma may be eligible for credit for up to 30 credit hours in the University of Manitoba's Family Studies degree program.

University of Winnipeg

Students graduating with a diploma from Assiniboine may be eligible for credit for up to five full course equivalents at the University of Winnipeg. Students with a certificate from Assiniboine may be eligible for credit for up to two full course equivalents at the University of Winnipeg. Courses must have a C grade or better with an average of C+ or better.

Professional Designations

Students completing specific courses in business-related programs at Assiniboine are eligible to apply for advanced credit with the following organizations:

Canadian Institute of Bookkeeping
Canadian Payroll Association (CPA)
Certified General Accountants Association of Manitoba (CGA)
Credit Union Institute of Canada (CUIC)
Society of Management Accountants (CMA)

Graduates of the Agribusiness diploma program are eligible for membership in the Manitoba Institute of Agrologists (MIA) professional organization as Technical Agrologists, to practice agrology in Manitoba.

Graduates of the Rural Development diploma program are granted 10 of the required 40 credits needed for designation as Economic Development Officers through the Economic Developers Association of Canada (EDAC).

Graduates of the Electronic Technician certificate program enjoy recognition of the common core of their program by the Canadian National Electronics Technician Articulation Committee (CETA) and the American Electronics Teachers Association (AETA).

Students and graduates of the Office Administration certificate or diploma program may join the International Association of Administrative Professionals (IAAP) and write examinations for a Certified Professional Secretary (CPS) designation.

Certificate in Adult Education

Assiniboine Community College instructors are required to attain the Certificate in Adult Education (CAE). The program is managed by Red River College and courses are offered by the three Manitoba community colleges.

The CAE program is a seven-course (455-hour) program designed to meet the need for andragogical knowledge and skills. Upon successful completion of this course work and a minimum of 200 hours of experience of teaching in adult programs, a Certificate in Adult Education is granted by the Minster of Education and Training.

The program is divided into two sections: four required courses and three optional courses. The four required courses are:

	Credit Hours	Class Hours
Introduction to Instruction	3	35
Advanced Instructional Methods	6	70
Course Design and Development	6	70
Course Implementation and Evaluation	6	70

The course work and instructional experience required for the CAE can be applied to the integrated Red River-University of Manitoba Bachelor of Education degree program with a major in Vocational/Industrial/Technology Education.

The CAE graduate may request a transfer of 12 to 18 credit hours towards the BGS degree at Brandon University. If the CAE graduate has an approved undergraduate degree, this individual may satisfy all the requirements for admission as a masters degree candidate in the Faculty of Education at Brandon University.

Appendix 1

Sequential Students 1999-2000

Aboriginal Community Development	0%
Agribusiness	32.4%
Automotive Technician	35.3%
Business Administration	21.3%
Carpentry and Woodworking	43.8%
Child Care Centre Administration	0%
Community Social Development	13.0%
Comprehensive Health Care Aide	4.9%
Early Childhood Education	24.7%
Electronic Technician	27.6%
Farm Equipment Technician	40.9%
Heavy Duty Equipment Technician	30.4%
Hospitality/Tourism Administration	25.6%
Industrial Metals Fabrication	50.0%
John Deere Ag Technician	14.3%
Office Administration Certificate/Diploma	20.3%
Piping Trades	23.1%
Practical Nursing	4.5%
Professional Cooking	20.0%
Rural Development	12.9%
Swine Care Worker	0%
Swine Technician	0%